

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA:

TITLE: Administrative Assistant

PAY PLAN/SERIES/LEVEL - NF-0303-3

MAJOR DUTY DESCRIPTION:

Actively participates in the management of a lodging property having in excess of 600 rooms by performing a wide variety of clerical and administrative support duties. Applies knowledge of the organization, its functions and regulations to carry-out a wide variety of administrative functions related to the preparation of correspondence, personnel actions, purchasing, maintenance and repair of equipment, and the management of records and information. Assist with budget preparation and oversight. Composes standard operating procedures and sets internal priorities. Develops procedures to generate improvements in administrative services. Responds to guest inquiries and complaints providing general information and assistance concerning the property.

QUALIFICATION REQUIREMENTS

Work experience directly related to the duties described above in a service related industry. Basic computer skills. Ability to type 40 words per minute.

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